

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

26 September 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-135**

**\*\*INDEFINITE POSITION\*\***

**POSITION:** Ordnance Equipment Worker (D1435000) (WG-6641-06) EXCEPTED POSITION

**LOCATION:** 101st Maintenance Squadron (Munitions), Bangor, Maine

**SALARY RANGE:** \$39,027 to \$45,476 per annum

**CLOSING DATE:** 12 October 2016

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

**AREA II** - All Enlisted of the Maine Air National Guard.

**DUTIES:** See attached duties and responsibilities.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; ability to understand the terminology and data pertaining to the munitions activity.

**SPECIALIZED EXPERIENCE:** Must have eight (8) months experience, education, and/or training which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to use hammers, pliers, and other common hand tools.
2. Ability to read and interpret technical publications, manuals, and regulations.

3. Knowledge of regulatory requirements for processing and maintaining accountable records pertaining to government property.
4. Knowledge of policies and regulations regarding storage, safety, and security of government property.
5. Ability to communicate both orally and in writing.

**COMPATIBILITY CRITERIA:** 2WXXX **NOTE:** Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

**PLEASE NOTE:** Position may be converted to permanent at a future time with no further competition.

**\*\*Position may be terminated with a 30-day notice due to lack of funding.**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

///S\\  
LISA M SESSIONS  
MAJ, EN  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Munitions Maintenance and Inspection Section of the Equipment and Maintenance Branch. The purpose of this position is to perform organizational and intermediate level maintenance of munitions utilizing associated test and support equipment, as well as operate manual/automated documentation systems. Performs scheduled and unscheduled maintenance on unguided munitions according to technical orders. Receives, stores, ships, inspects, inventories, and performs intermediate maintenance on assigned conventional munitions. Ensures implementation of the U.S. Environmental Protection Agency's (EPA) Military Munitions Rule.

b. DUTIES AND RESPONSIBILITIES:

(1) Munitions Inspection: Inspects, maintains, repairs, and reconditions conventional munitions, containers and munitions maintenance handling equipment (MMHE). Performs periodic, special, shipping, receiving, pre-issue and returned munition inspections in accordance with applicable item technical orders. Inspects munitions for evidence of exudation, corrosion, rust, dents, burrs, scratches, cracks, broken or bent parts and checks components for applicable Time Change Technical Orders (TCTOs) compliance. Removes dirt, rust and corrosion from metal parts with compounds and solvents, to include use of special tools. Uses lubricants and preservatives, applies metal finishes or paints munitions items using conventional brushes and paint spray equipment. Paints and stencils munition as required. Prepares Hazardous Materials for Military Air shipments.

(2) Links and repositions ammunition by operating electrical or manual machines and inspects for defects such as short or long rounds, corrosion and dented cases, and removes unserviceable rounds. Adjusts, inserts and removes cartridges and squibs for explosive components. Performs safety and electrical continuity inspections on electrically actuated munitions. Tags munitions for quantity, serviceability, and identification. Loads munitions onto trailers and delivers to aircraft loading areas or other maintenance shops. Processes/reprocesses chaff and flares by performing pre-issue/returned munition inspections (RMI) on unloaded/downloaded ammunitions.

(3) Performs electrical functional tests on munitions by utilizing appropriate test sets. May be required to load chaff/flares. Performs tasks qualification loading and downloading procedures on ALE-40 and ALE-47 Chaff and Flare canisters. Uses voltmeters and ohmmeters in performing continuity voltage tests involved in loading operations.

(4) Munitions Storage: Receives, issues, identifies, inspects and stores conventional munitions such as ammunition, starter cartridges, flares, fire extinguisher squibs, claymore mines and other explosive items. Unpacks, identifies, sorts, and judges the physical conditions of received munitions. Compares the material identification markings and obvious physical characteristics against shipping documents. Checks munitions shipping documents as needed. Determines proper storage and safety requirements as to quantity distance, compatibility, pilferability, and applicable stacking or piling regulations. Uses forklifts and lifting equipment. Conducts periodic inventory, and rotates munitions in storage based on shelf life, priority issue, etc.

(5) Munitions Supply (FV): Operates Combat Ammunition System – Base (CAS B) in accordance with applicable regulations and manuals. Maintains document files and accountable records. Manages the excess serviceable/unserviceable munitions program. Coordinates scheduling of complete, sample and special munitions inventories. Monitors and maintains munitions related report cycle, processing of repairable items, and bench stock activities. Provides detailed account management training to custodians and alternates. Monitors stock levels to insure adequate munitions are on hand to support mission requirements, War Reserve Material (WRM), and wartime consumable distribution objectives (WCDO). Performs material control functions for FV items. Accomplishes requisition actions and maintains due-in, due-out and status files. Responsible for maintenance and physical security of manual and automated document control records (DD Form 1348-1 and CAS products). Acts as Awaiting Parts (AWP) Monitor for munitions items. Submits technical order changes to correct defective equipment or to improve existing procedures. Prepares ammunition disposition reports and other correspondence on excess usable and unserviceable munitions items to the appropriate disposition authority. Monitors the status of munitions, which have been restricted or suspended from use. Provides immediate oral and written notice to all users of the affected items.

(6) Performs duties in compliance with established safety, security, and housekeeping regulations. Coordinates with various base activities concerning munitions security, handling, and utilization.

(7) As required, serves as OJT trainer giving instructions and explaining proper munitions handling methods and procedures. Trains assigned drill status guard members in FV procedures.

(8) Prepares for and participates in ORI, IG, and UE inspections, as well as command support exercises. May be required to receive training and perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve on a natural disasters or civil emergencies team.

(9) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

The incumbent works under very general supervision of the Equipment Maintenance Branch supervisor. Work responsibilities are self generated. Work is spot checked during process. The incumbent is expected to carry out work in accordance with regulations and established

procedures. Work is subject to inspections, perusal of submitted reports, assistance visits, and program results.

d. PHYSICAL EFFORT:

The incumbent is required to stand and work on hard surfaces for extended periods of time, and to bend, stoop, and work in tiring and sometimes uncomfortable positions. He/she may lift and carry items weighing up to 40 pounds. Heavier items are moved with weight handling equipment or with assistance from other workers.

e. WORKING CONDITIONS:

Work is done inside or outside in areas that may be hot damp, cold, drafty, or poorly lighted. The incumbent is regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock. When working with munitions, may be subject to exposure to explosive hazards. Work may require wearing protective clothing such as hardhats, steel toed shoes, gloves, and other protective equipment.